

# Abdullatif Alzahrani

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## OBJECTIVE

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To obtain & build a challenging, successful career in a highly growth-oriented company, while gaining valuable experience to successfully establish myself by contributing further to its growth, as well as building an assertive & efficient hard-working team.

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## PERSONAL DATA

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- Saudi
- Single
- Birth date : 01/09/1991
- Notice Period: 1 Month (as per Saudi labor law)

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## EDUCATION

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- **2012-2016**  
Bachelor Degree of Science in Business Administration, (Computer Information System),  
Northern Arizona University.  
Arizona - USA.

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## PROFESSIONAL EXPERIENCE

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- **Dar AL- Handasah (Shair & Partners)**  
Nov 2016- Present  
Jeddah - KSA  
Human Recourses Specialist



### **Main responsibilities:**

- Maintains budget spreadsheet that includes salaries, payroll system (Employee Filing System, Online Pay slip system, CVS Store System).
- Maintains Personnel files in compliance with applicable requirements.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.

- Keeps employee records up-to-date by processing employee status changes in timely manner.
- Processes personnel action forms and assures proper approvals; disseminates approved forms.
- Prepares paperwork required to place employee on payroll and establishes personnel file.
- Maintains employee handbook with updated resolutions and other pertinent information, as needed.
- Identify essential functions and knowledge, skills and abilities required.

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## PERSONAL SKILLS

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- Excellent interpersonal, written, oral, organization & communication skills.
- A very conscientious, determined & hard working person.
- Efficient at evaluating, solving, analyzing problems and adapting to new situations.
- Efficient in time management and capable of meeting deadlines.
- Ability of working under pressure, whilst can adapt to an individual or a team environment, working effectively with others.
- Courageous in decision-making, keen priority setting, strong initiative & follow through.
- Believe in leadership based on teamwork, good intentions & goodwill.
- Fluent in English & Arabic.

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## TRAININGS

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- Negotiation Skills.
- Team Building.
- HR.
- Management Development.

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## INTERESTS & ACTIVITIES

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- Sports
- Traveling
- Video games